



## Electronic Review Comment System 101



## Objectives

- What is ERC
- The Benefits to ERC
- Account types
- Basic Navigation
- Common User Problems



## What is ERC?

- A web-based comments and responses application for plan/document reviews
- Allows for multiple access with no special software



## Benefits of ERC

- Centralized location for all comments & responses
- Allows for easy tracking of review status
- Archives submittals for future reference
- Sends email notices for new entries, due date reminders, late comments and responses notifications



## User Account's

- Two types of Accounts
  - ✓ RACF (also known as mainframe)
  - ✓ Internet Subscriber Account (ISA)
- Updating account information
  - ✓ RACF: handle through FDOT Service Desk
  - ✓ ISA: handle by user through ISA Web Site
  - ✓ ISA Password Re-sets:

E-Mail: CO-ERC ISA Admin



## User Account's

- RACF Accounts can expire if tied to a project

***DON'T IGNORE E-MAIL NOTIFICATION***

- RACF or ISA

***NOT BOTH***



## User Account's

Consultant Project Manager

LIEBLONG [Clear](#)

LIEBLONG, KURT (Q1972LK)

LIEBLONG, KURT (KLIEBLONG86@EMBARQMAIL.COMXX)

Description

WHICH ACCOUNT TO CHOOSE  
FOR THE ASSIGNMENT?



## Login Screen



Electronic  
Review  
Comments

By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.

User ID

Password

[Log In](#)

[Change Password](#)

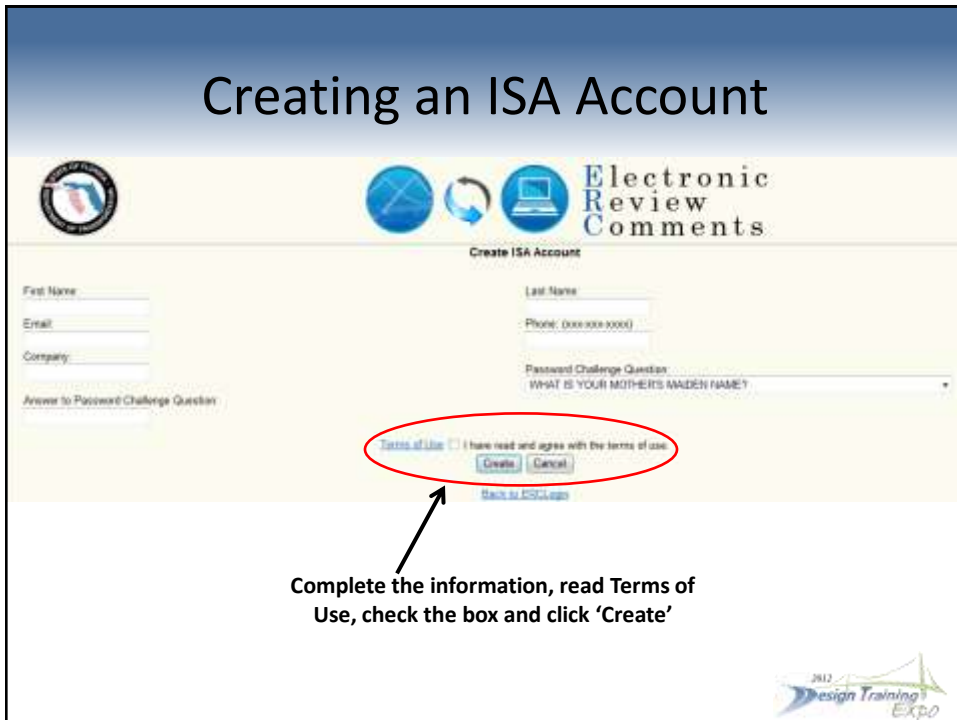
If you are a FDOT staff or a Consultant with a RACFId (Mainframe ID), please use your RACFId (Mainframe ID) to login to ERC application.  
If you are a Consultant user that does not have a RACFId (Mainframe ID), please use your Internet Subscriber Account (ISA) to login to ERC application.  
If you don't have an account, click below to create a new one.

[Create a new ISA account](#)

Click to click an ISA account



## Creating an ISA Account



**Electronic Review Comments**

Create ISA Account

First Name:

Last Name:

Email:

Phone: (xxx-xxx-xxxx)

Company:

Password Challenge Question:

Answer to Password Challenge Question:

☐ [Terms of Use](#) I have read and agree with the terms of use.

[Back to ECR Login](#)

Complete the information, read Terms of Use, check the box and click 'Create'

2012 Design Training Expo

## Maintaining an ISA Account

- Updating ISA account information
- Go to ISA Web Site

<https://www3.dot.state.fl.us/internetsubscriberaccount/default.aspx>



**Internet Subscriber Account**



# Maintaining an ISA Account



**Internet Subscriber Account**

By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.

User ID:

Password:

[Log In](#) [Change Password](#)

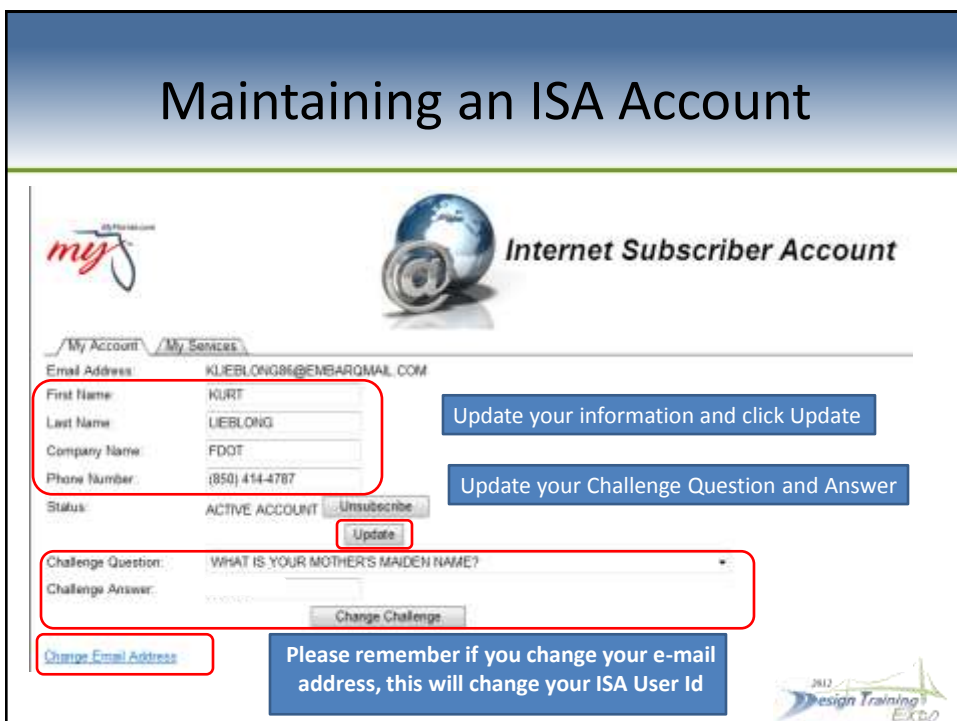
[Create a new Account](#)

This site is maintained by the  
FDOT Office of Information Systems  
Questions or Comments?  
Please Contact  
[Service Desk](#) @ (888) 955-4357  
[Internet Privacy Policy, Disclaimer & Credits](#)

[ign Training EXPO](#)

**Login with your ISA User ID and password**

# Maintaining an ISA Account



**Internet Subscriber Account**

[my](#) [FDOT](#)

[My Account](#) [My Services](#)

Email Address: [KLEBLONG86@BEMBARQMAIL.COM](#)

First Name:

Last Name:

Company Name:

Phone Number:

Status:  [Unsubscribe](#) [Update](#)

Challenge Question:

Challenge Answer:

[Change Challenge](#)

[Change Email Address](#)

**Update your information and click Update**

**Update your Challenge Question and Answer**

**Please remember if you change your e-mail address, this will change your ISA User Id**

[ign Training EXPO](#)

# Login Screen





## Review Comments

By logging on to a FDOT system, you acknowledge your responsibility to comply with all laws, rules, directives, policies, and procedures related to the use and security of information technology resources. Unauthorized use is strictly prohibited. You are hereby on notice that you should have no expectation of privacy as to your use of Department information technology resources as all data is potentially subject to Florida's public records law.

User ID  
 Password

}

### Enter User ID and Password

[Log In](#)  
[Change Password](#)

If you are a FDOT staff or a Consultant with a RACId (Mainframe ID), please use your RACId (Mainframe ID) to login to ERC application.  
 If you are a Consultant user that does not have a RACId (Mainframe ID), please use your Internet Subscriber Account(SA) to login to ERC application.  
 If you don't have an account, click below to create a new one.

[Create a new ISA account](#)



# Home Page

The screenshot displays the 'Electronic Review Comments' application. At the top, there is a navigation bar with links for 'Home', 'Submitters', 'Assigned Comments', and 'Electronic Comments'. The user profile section shows 'User: g972k', 'Role: STATE ADMIN', 'District: CENTRALOFF', and 'Work As: Self'. Below this, a table lists comments. The first comment is 'Selamat Description: Project Test Comment' with a status of 'COMMENT SUBMITTED FOR RESPONSE' and a due date of '7/23/2012'. The second comment is 'Comment: Selamat Description: Project Test Comment' with a status of 'RESPONSE IN REVIEW' and a due date of '7/30/2012'. The interface also includes a sidebar with navigation links like 'Home', 'Submitters', 'Assigned Comments', and 'Electronic Comments'.

## Home Page

- Three Sections
  - Action Items: list of active comments on a submittal that requires action from the user
  - Comments: list of all comments created by a user on an open submittal
  - Assigned Submittals: list of all open submittals assigned to the user



## Home Page

Electronic Review Comments

Home | Submittals | Assignments | Settings | Logout

2012 Design Training Expo

**Action Items**

Double Arrows pointing up indicates section is open

| My Role       | Comment Status                 | Comment Due Date | Response Due Date |
|---------------|--------------------------------|------------------|-------------------|
| Lead Reviewer | COMMENT IN REVIEW              | 5/12/2011        | 5/12/2011         |
| Commenter     | COMMENT SUBMITTED FOR RESPONSE | 5/12/2011        | 5/12/2011         |
| Commenter     | RESPONSE IN REVIEW             | 5/12/2011        | 5/12/2011         |

# Home Page

Electronic Review Comments

User: q1972lk | Role: DISTRICT ADMIN | District: CENTRALOFF | Work As: Self

Home Submittal Assignments Settings District Documents

Total: 2 | Due Today: 2 | Due This Week: 0

| Comment Status | Comment Due Date | Response Due Date |
|----------------|------------------|-------------------|
| 1 #2           |                  |                   |

Design Training Expo 2012

# Home Page

Electronic Review Comments

User: q1972lk | Role: STATE ADMIN | District: CENTRALOFF | Work As: Self

Home Submittal Assignments Settings District Documents

Total: 2 | Due Today: 2 | Due This Week: 0

| Fin Proj       | My Role  | Comment Status     | Comment Due Date | Response Due Date |
|----------------|----------|--------------------|------------------|-------------------|
| 424613-1-32-01 | REVIEWER | RESPONSE SUBMITTED | 6/4/2010         | 7/31/2010         |

Design Training Expo 2012



# Home Page




Electronic  
Review  
Comments

[Home](#) | [Submittal](#) | [Assignments](#) | [Settings](#) | [Direct Documents](#)

**Comments**


**Total: 51 | Due Today: 47 | Due This Week: 4**

**Assigned To**

| Fin Proj       | My Role  | Comment Status     | Assigned To   | Comment Due Date | Response Due Date |
|----------------|----------|--------------------|---------------|------------------|-------------------|
| 424613-1-32-01 | REVIEWER | RESPONSE SUBMITTED | KURT LIEBLONG | 6/4/2010         | 7/31/2010         |



# Home Page




Electronic  
Review  
Comments


[Home](#) | [Submittal](#) | [Assignments](#) | [Settings](#) | [Direct Documents](#)

**Assigned Submittals**

**Total: 75 | Due Today: 74 | Due This Week: 1**

**Comments Submitted**

| Fin Proj            | Phase | My Role  | Comment Due Date | Response Due Date | Comments Submitted |
|---------------------|-------|----------|------------------|-------------------|--------------------|
| Testing cut & paste | FINAL | REVIEWER | 6/7/2012         | 6/8/2012          | 4                  |



# Home Page

Electronic Review Comments

Home Submittal Assignments Settings District Documents

Action Items: Total: 23 | Due Today: 23 | Due This Week: 23

Comments: Total: 31 | Due Today: 31 | Due This Week: 31

Assigned Submittals

| Project                         | Phase | My Role                    | Comment Due Date | Response Due Date | Comments Submitted |
|---------------------------------|-------|----------------------------|------------------|-------------------|--------------------|
| <a href="#">Go to Submittal</a> | PPUL  | IN-HOUSE PROJECT MANAGER   | 6/12/2012        | 7/13/2012         | 0                  |
| <a href="#">Go to Submittal</a> | PPUL  | REVIEWER                   | 6/7/2012         | 6/8/2012          | 4                  |
| <a href="#">Go to Submittal</a> | PPUL  | CONSULTANT PROJECT MANAGER | 5/12/2011        | 5/13/2011         | NA                 |

Click to go to the Submittal Screen

2012 Design Training Expo

# Submittal Screen

Electronic Review Comments

Home Submittal Assignments Settings District Documents

Submittal Information Staff Assignments Comments Documents

Financial Project ID:

Financial Project Description:

Submittal Phase:

Submittal Status:

Staff Type:

Submittal Type:

Description:

Date Received:

Comment Due Date:

Response Due Date:

PM Comment Review Period:  days

PM Response Review Period:  days

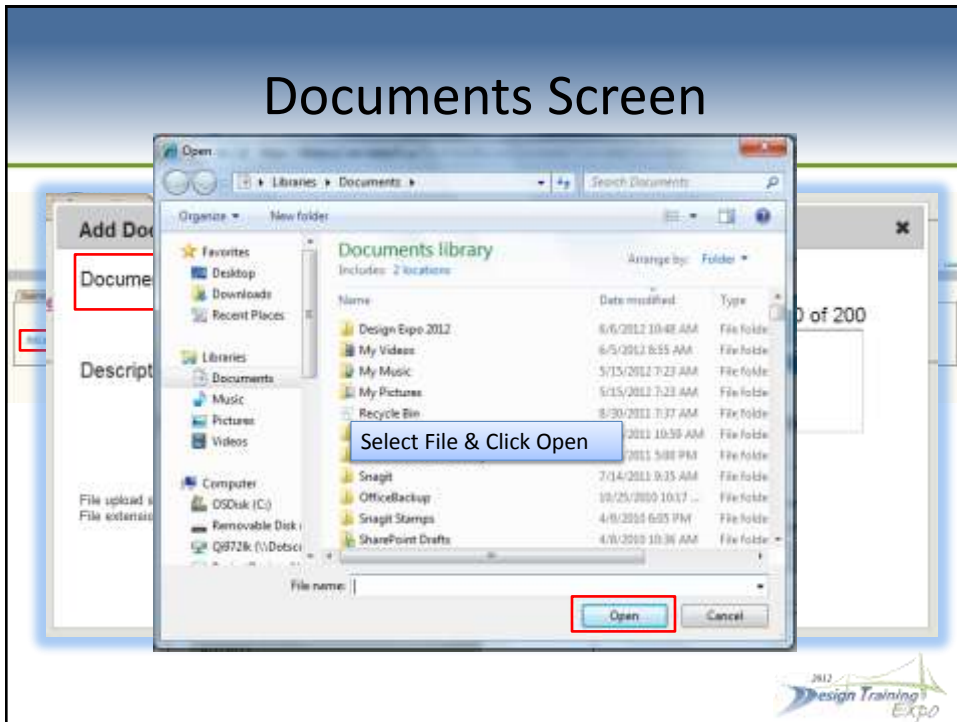
Allow Unassigned Responses: ☐

36 of 3600

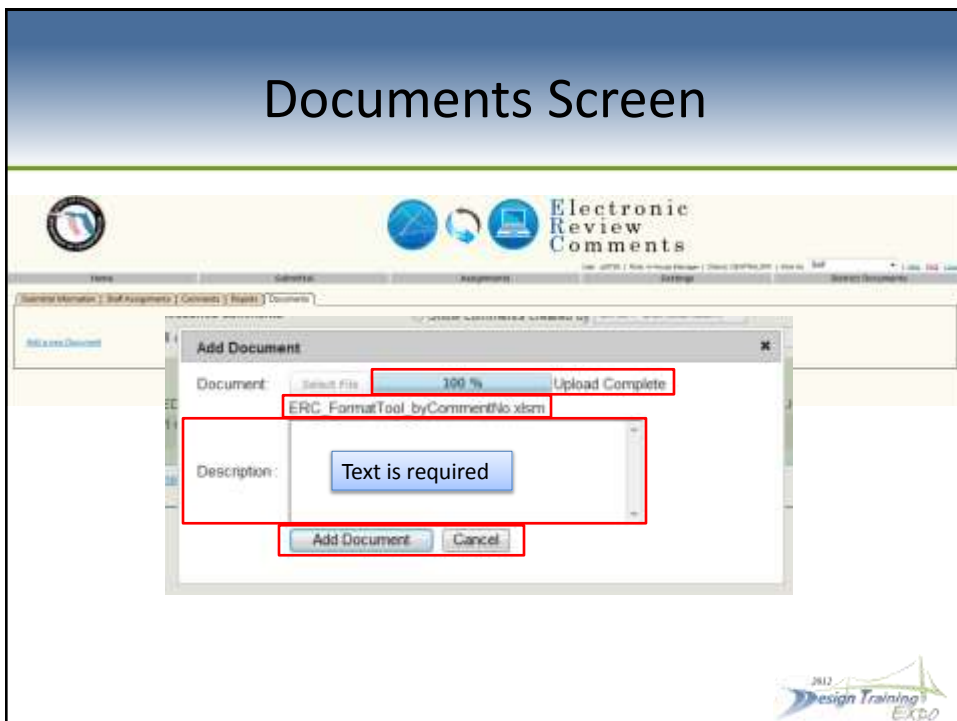
Save

Screen displays information related to the submittal. This information is entered by District Administrator, In-house PM or someone designated by the district as a 'Submittal Creator'

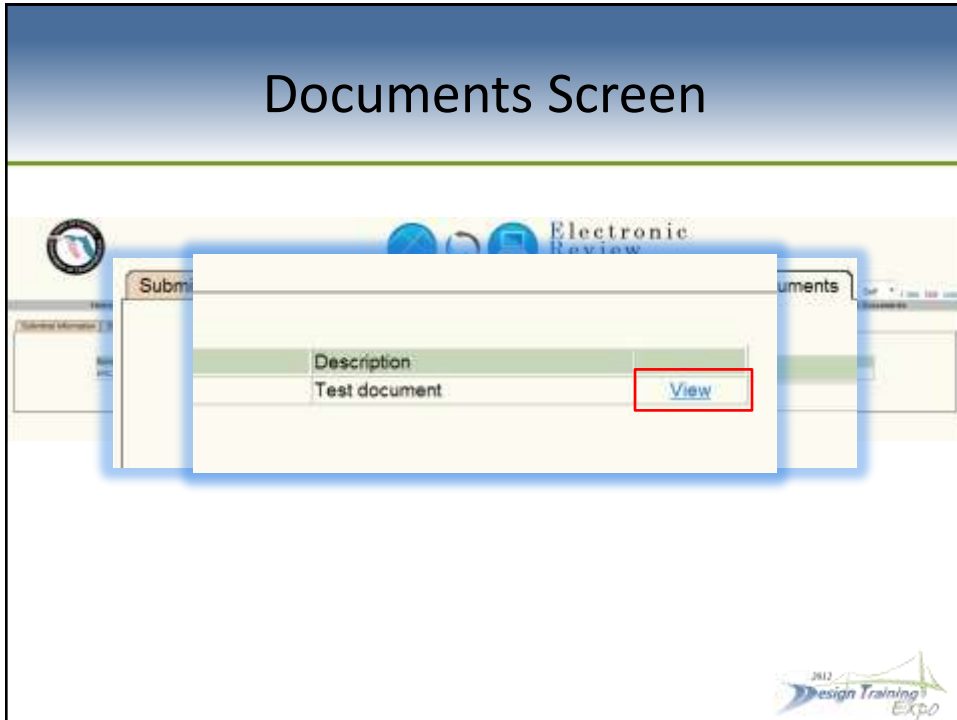
## Documents Screen



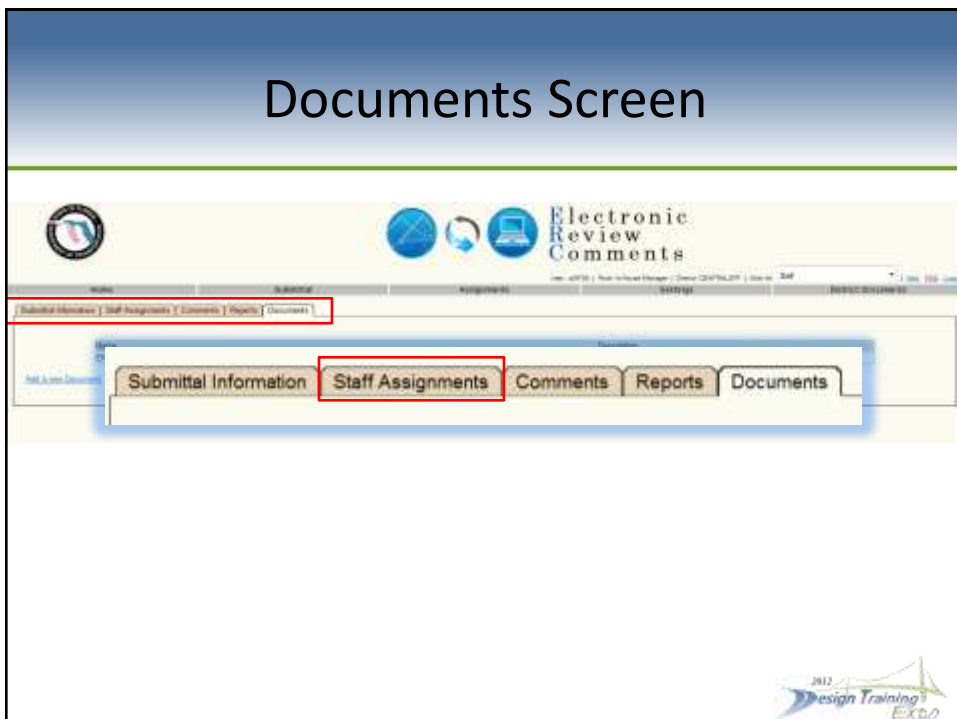
## Documents Screen



## Documents Screen



## Documents Screen



## Staff Assignment Screen

**Electronic Review Comments**

ADD DESIGNER

Designer:

Role:

Select Lead:

Category:   
 ENVIRONMENTAL PERMITS  
 ESTIMATES  
 GEOTECH/MATERIALS  
 (Press Ctrl to select multiple categories)

Due Date:

Allowed to Submit: ☐

[Add](#) [Cancel](#)

2012 Design Training Expo

## Staff Assignment Screen

**Electronic Review Comments**

Home | Submit | Assignments | Settings | Drafted Comments

Submittal Information | Staff Assignments | Comments | Reports | Comments

Default List: SELECT

Search assignments from a Default list (Ctrl) Type portion of a name or list fully to manually select an assignment.

**In House**

Project Manager: LIESORNG, KURT (00124)

PM Assistant: PM Assistant

**Consultant**

Project Manager: ENHART, JT (00147)

| Name           | Role          | Status | Comments Created | Due Date   | Allowed to Submit | Edit                 | Unassign                 |
|----------------|---------------|--------|------------------|------------|-------------------|----------------------|--------------------------|
| DANA RAY       | LEAD REVIEWER | Active | 0                | 06/15/2012 | N/A               | <a href="#">Edit</a> | <a href="#">Unassign</a> |
| JOSEPH MULLEY  | REVIEWER      | Active | 0                | 06/15/2012 | N/A               | <a href="#">Edit</a> | <a href="#">Unassign</a> |
| WALTER CORBETT | LEAD DESIGNER | Active | 07/13/2012       | N/A        | ROADWAY PLANS     | <a href="#">Edit</a> | <a href="#">Unassign</a> |

10 Add Reviews

2012 Design Training Expo

## Staff Assignment Screen

Electronic Review Comments

Home | Submittal | Assignments | Settings | District Documents

Submittal Information | Staff Assignments | **Comments** | Reports | Documents

| Name           | Role          | Active | Due Date  | Allowed to Submit        | Assignment Category  | Edit   | Unassign                 |
|----------------|---------------|--------|-----------|--------------------------|--|--|--------------------------|
| WALTER CORBETT | LEAD DESIGNER | Active | 7/13/2012 | <input type="checkbox"/> | ACCESS MANAGEMENT<br>ADA<br>AVIATION<br>BICYCLE/PEDESTRIAN | <a href="#">Update</a><br><a href="#">Cancel</a> | <a href="#">Unassign</a> |

☐ Add Designer

| Name           | Role          | Active | Due Date  | Allowed to Submit        | Assignment Category  | Edit   | Unassign                 |
|----------------|---------------|--------|-----------|--------------------------|--|--|--------------------------|
| WALTER CORBETT | LEAD DESIGNER | Active | 7/13/2012 | <input type="checkbox"/> | ACCESS MANAGEMENT<br>ADA<br>AVIATION<br>BICYCLE/PEDESTRIAN | <a href="#">Update</a><br><a href="#">Cancel</a> | <a href="#">Unassign</a> |

☐ Add Designer

2012 Design Training Expo

## Comment Screen

Electronic Review Comments

Home | Submittal | Assignments | Settings | District Documents

Submittal Information | Staff Assignments | **Comments** | Reports | Documents

☐ Mark as No Comment [Create New Comment](#)

☒ Show comments assigned to me ☐ Show comments assigned to DIANA RAY ☐ Show comments created by DIANA RAY ☐ Show comments by category SELECT

☐ Show unresolved comments ☐ Show all comments

No Comment Found!

2012 Design Training Expo

## Comment Screen

The screenshot shows the 'Electronic Review Comments' web application. The top navigation bar includes links for Home, Submittal, Assignments, Settings, and District Documents. The user is logged in as 'Self' with the role of 'LEAD REVIEWER'. The 'Comments' tab is selected, displaying a list of comments. A red box highlights the first comment, '1. Test comment #1', which has a category of 'SPECIFICATIONS' and a status of 'COMMENT SUBMITTED FOR RESPONSE'. Other comments in the list include '2. Test comment #2' and '3. Test comment #3', both with categories of 'ROADWAY PLANS' and status of 'COMMENT SUBMITTED FOR RESPONSE'.

| Comment ID         | Categories     | Status                         |
|--------------------|----------------|--------------------------------|
| 1. Test comment #1 | SPECIFICATIONS | COMMENT SUBMITTED FOR RESPONSE |
| 2. Test comment #2 | ROADWAY PLANS  | COMMENT SUBMITTED FOR RESPONSE |
| 3. Test comment #3 | ROADWAY PLANS  | COMMENT SUBMITTED FOR RESPONSE |

## Comment Screen

The screenshot shows the 'Electronic Review Comments' web application. The top navigation bar includes links for Home, Submittal, Assignments, Settings, and District Documents. The user is logged in as 'Self' with the role of 'LEAD REVIEWER'. The 'Comments' tab is selected, displaying a list of comments. A red box highlights the first comment, '1. Test comment #1', which has an assigned to field of 'JT EHRHARDT (CONSULTANT PM)', a reference field of 'JOSEPH NALLEY', and a created by field of 'JOSEPH NALLEY'. Other comments in the list include '2. Test comment #2' and '3. Test comment #3', both with assigned to fields of 'JT EHRHARDT (CONSULTANT PM)', reference fields of 'JOSEPH NALLEY', and created by fields of 'JOSEPH NALLEY'.

| Comment ID         | Assigned To                 | Reference     | Created By    |
|--------------------|-----------------------------|---------------|---------------|
| 1. Test comment #1 | JT EHRHARDT (CONSULTANT PM) | JOSEPH NALLEY | JOSEPH NALLEY |
| 2. Test comment #2 | JT EHRHARDT (CONSULTANT PM) | JOSEPH NALLEY | JOSEPH NALLEY |
| 3. Test comment #3 | JT EHRHARDT (CONSULTANT PM) | JOSEPH NALLEY | JOSEPH NALLEY |

Create/Edit a New Comment

Comment: 0 of 3600

Category: ACCESS MANAGEMENT, ADA, AVIATION, BICYCLE/PEDESTRIAN, BIDABILITY, CONSTRUCTION, CONTAMINATION, CULTURAL RESOURCES

Reference:

Save Save & Submit

Comments

Design Training Expo

## Comment Screen

Electronic Review Comments

Home Submittal Assignments Settings District Documents

Test comment #4

Categories: CONSTRUCTION

Status: COMMENT NOT SUBMITTED

Assigned To: JOSEPH NALLEY (REVIEWER)

Reference: JOSEPH NALLEY

JOSEPH NALLEY REVIEWER Test comment #4

6/5/2012

Edit Delete Submit Add Document

Submit All Comments Submit Selected Comments

Design Training Expo

## Comment Screen

The screenshot shows the 'Electronic Review Comments' interface. At the top, there are navigation tabs: Home, Submittal, Assignments, Settings, and Delete Documents. The main content area displays a comment entry form for 'Test comment #4'. The form includes fields for Categories (CONSTRUCTION), Status (COMMENT NOT SUBMITTED), Assigned To (JOSEPH NALLEY (REVIEWER)), Reference (JOSEPH NALLEY), and Created By (JOSEPH NALLEY). Below the form, there are links for 'Edit', 'Delete', 'Submit', and 'Add Document'. A red box highlights the 'Add Document' link. Below the form, there is a table of comments. The table has columns for Status, Comment, Assigned To, Reference, and Created By. The first row shows 'COMMENT SUBMITTED FOR RESPONSE' assigned to 'WALTER CORBETT (LEAD DESIGNER)' and created by 'JOSEPH NALLEY'. The second row shows 'COMMENT SUBMITTED FOR RESPONSE' assigned to 'WALTER CORBETT (LEAD DESIGNER)' and created by 'JOSEPH NALLEY'. The third row shows 'COMMENT NOT SUBMITTED' assigned to 'JOSEPH NALLEY (REVIEWER)' and created by 'JOSEPH NALLEY'. A red box highlights the third row. At the bottom right, there is a logo for '2012 Design Training Expo'.

## Comment Screen

The screenshot shows the 'Electronic Review Comments' interface. At the top, there are navigation tabs: Home, Submittal, Assignments, Settings, and Delete Documents. The main content area displays a list of documents. The first document is 'ERC\_FormatTool\_byCommentNo.xlsm' with a status of 'test document'. A red box highlights the document name and the 'Edit' link. A blue callout box points to the 'Edit' link with the text 'Click 'Edit' to edit description or delete file'. Below the document list, there is a comment entry form for 'Test comment #1'. The form includes fields for Categories (SPECIFICATIONS), Status (COMMENT NOT SUBMITTED), Assigned To (JOSEPH NALLEY (REVIEWER)), Reference (JOSEPH NALLEY), and Created By (JOSEPH NALLEY). A red box highlights the 'Add Document' link. A blue callout box points to the 'Add Document' link with the text 'Click link to open file'. At the bottom right, there is a logo for '2012 Design Training Expo'.

# Home Page

| Fin Proj  | My Role       | Comment Status                 |
|---|---------------|--------------------------------|
| Comment: <a href="#">Test comment #2</a><br>Submittal Description: <a href="#">Test submittal for design expo</a> | LEAD DESIGNER | COMMENT SUBMITTED FOR RESPONSE |
| Comment: <a href="#">Test comment #3</a><br>Submittal Description: <a href="#">Test submittal for design expo</a> | LEAD DESIGNER | COMMENT SUBMITTED FOR RESPONSE |

# Comment Screen

Search Comments

2. Test comment #2  
 Categories: ROADWAY PLANS  
 Status: COMMENT SUBMITTED FOR RESPONSE  
 Assigned To: WALTER CORBETT (LEAD DESIGNER)  
 Reference: JOSEPH NALLEY  
 Created By: JOSEPH NALLEY  
 Test comment #2  
[Agree Respond](#)

## Comment Screen

The screenshot shows a web application titled "Electronic Review Comments" with a sidebar on the left and a main content area. A modal dialog box titled "Agree to Comment" is open. The dialog contains the following elements:

- A header bar with a close button (X) and a title "Agree to Comment".
- A confirmation question: "Are you sure you want to agree to this comment?" followed by "Test comment #2".
- A text input field labeled "Agree Comment:" with a character count "0 of 3600".
- A blue button labeled "Text is optional" positioned above the text input field.
- A blue instruction box: "If you select 'Agree' the comment will close and status will say 'Agreed With'".
- At the bottom, two buttons: "Agree" and "Cancel".

## Comment Screen

The screenshot shows the same web application, but with a modal dialog box titled "Respond Comment" open. The dialog contains the following elements:

- A header bar with a close button (X) and a title "Respond Comment".
- A confirmation question: "Are you sure you want to respond to this comment?" followed by "Test comment #2".
- A text input field labeled "Response" with a character count "0 of 3600".
- A blue button labeled "Text is required" positioned above the text input field.
- At the bottom, three buttons: "Save Response", "Save and Submit Response", and "Cancel".

# Comment Screen

The screenshot shows the 'Electronic Review Comments' web application. The top navigation bar includes 'Home', 'SUBMITAL', 'Assignments', 'Settings', and 'Detect Documents'. The main content area has tabs for 'Submittal Information', 'Staff Assignments', 'Comments', 'Reports', and 'Documents'. The 'Comments' tab is active, displaying a list of comments. A red box highlights the details for 'Test comment #2':

- Category:** ROADWAY PLANS
- Status:** RESPONSE IN REVIEW
- Assigned To:** WALTER CORBETT
- Reference:** JOSEPH NALLEY
- Created By:** JOSEPH NALLEY
- Created Date:** 6/4/2012
- Test Response:** WALTER CORBETT LEAD DESIGNER
- Response Date:** 6/5/2012

Below the comment details are links: [Edit](#), [Submit](#), [Agree](#), and [Add Document](#). The bottom right corner features the '2012 Design Training Expo' logo.

# Comment Screen

The screenshot shows the 'Electronic Review Comments' web application. The top navigation bar includes 'Home', 'SUBMITAL', 'Assignments', 'Settings', and 'Detect Documents'. The main content area has tabs for 'Submittal Information', 'Staff Assignments', 'Comments', 'Reports', and 'Documents'. The 'Comments' tab is active, displaying a list of comments. A red box highlights the details for 'Test comment #3':

- Category:** ROADWAY PLANS
- Status:** COMMENT SUBMITTED FOR RESPONSE
- Assigned To:** WALTER CORBETT LEAD DESIGNER
- Reference:** JOSEPH NALLEY
- Created By:** JOSEPH NALLEY
- Created Date:** 6/5/2012
- Test Response:** WALTER CORBETT LEAD DESIGNER
- Response Date:** 6/5/2012

Below the comment details are links: [Edit](#), [Submit](#), [Agree](#), and [Add Document](#). The bottom right corner features the '2012 Design Training Expo' logo.

# Home Page

**Electronic Review Comments**

Home | Submittal | Assignments | Settings | Extract Documents

Comment: [test comment #1](#)  
 Submittal Description: [Test submittal for design expo](#)  
 CONSULTANT PROJECT MANAGER COMMENT SUBMITTED FOR RESPONSE

Comment: [Test comment #2](#)  
 Submittal Description: [Test submittal for design expo](#)  
 CONSULTANT PROJECT MANAGER **RESPONSE IN REVIEW**

2012 Design Training Expo

# Comment Screen

**Electronic Review Comments**

Home | Submittal | Assignments | Settings | Extract Documents

Submittal Information | Staff Assignments | Comments | Reports | Documents

Click on the Comment: ☒ Show comments assigned to me ☐ Show comments assigned to: [DANA RAY] ☐ Show comments created by: [DANA RAY] ☐ Show comments by category: [SELECT]

1. Test comment #1  
 Categories: [SPRINKLER] Reference:

2. Test comment #2  
 Categories: ROADWAY PLANS  
 Status: **RESPONSE IN REVIEW** Assigned To: JT EHRHARDT (CONSULTANT PM) Reference: Created By: JOSEPH NALLEY

JOSEPH NALLEY REVIEWER Test comment #2  
 6/4/2012  
 WALTER CORBETT LEAD DESIGNER Test Response  
 6/5/2012

Edit Submit Agree Reject Add Document

Categories: ACCESS IMPROVEMENT  
 Status: COMMENT SUBMITTED FOR RESPONSE  
 Assigned To: JT EHRHARDT (CONSULTANT PM) Reference: Created By: DANA RAY

2012 Design Training Expo

## Comment Screen

**Reject**

Are you sure you want to reject this?

Test Response

Rejection Reason 0 of 3600

Reject Cancel

Status: RESPONSE Assigned To: PM Created By: DIANA RAY

2012 Design Training Expo

## Reports

**Electronic Review Comments**

Home Submittal Assignments Settings Extract Documents

Submittal Information Staff Assignments Comments **Reports** Documents


Click to expand

| Category             | Status                         | Assigned To   | Reference     | Created By    |
|----------------------|--------------------------------|---------------|---------------|---------------|
| 1. Test comment #1   | SPECIFICATION                  | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 2. Test comment #2   | COMMENT SUBMITTED FOR RESPONSE | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 3. Test comment #3   | ROADWAY PLANS                  | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 4. Test comment #4   | RESPONSE IN REVIEW             | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 5. Test comment #5   | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 6. Test comment #6   | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 7. Test comment #7   | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 8. Test comment #8   | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 9. Test comment #9   | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 10. Test comment #10 | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 11. Test comment #11 | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 12. Test comment #12 | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 13. Test comment #13 | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 14. Test comment #14 | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 15. Test comment #15 | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 16. Test comment #16 | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 17. Test comment #17 | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 18. Test comment #18 | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 19. Test comment #19 | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |
| 20. Test comment #20 | REVIEW                         | JOSEPH HALLEY | JOSEPH HALLEY | JOSEPH HALLEY |

2012 Design Training Expo

## Reports

# Reports



The screenshot displays the 'Electronic Review Comments' web application. The interface includes a header with the application title and a sidebar menu on the left. The sidebar menu contains the following items:

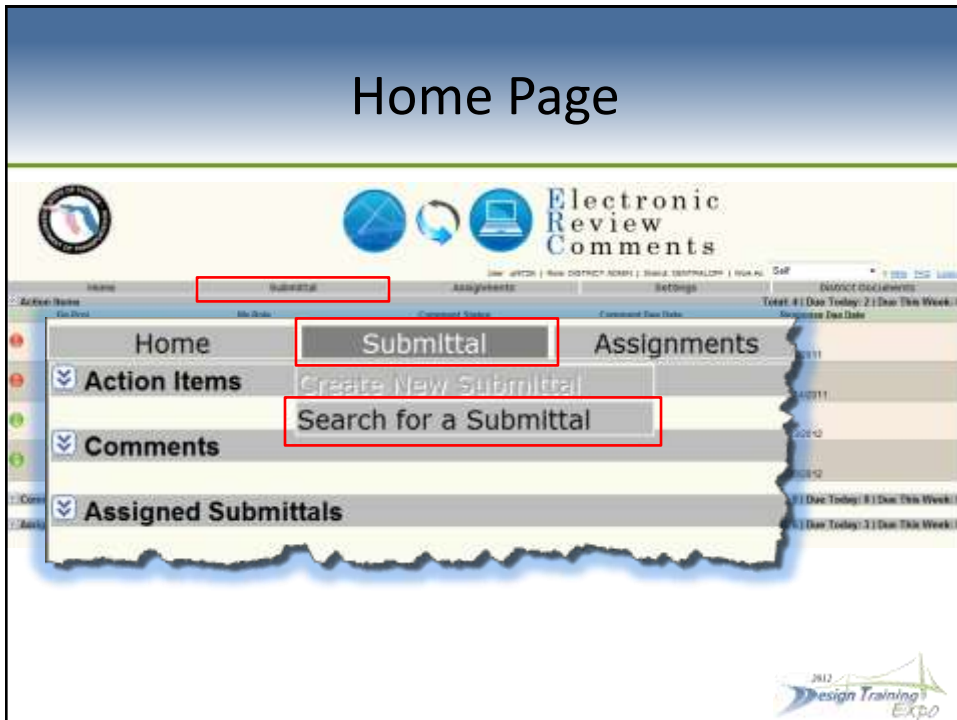
- [Show Submittal](#)
- [Show All Comments](#)
- [Show My Comments](#)
- [Show Comments By Category](#)

A red rectangular box highlights the sidebar menu area. The main content area on the right is currently empty.

# Home Page

# Home Page

## Home Page



## Submittal Search Screen



## Submittal Search Screen

**Search for a Submittal**

Comment Due Date:

Response Due Date:

Submittal Description:

Staff Member:  [Clear](#)

FM Project:

Phase Type:

Submittal Type:

District:

Status:

[Search](#) [Clear](#)

**Begin typing user name.  
Must have minimum of 3  
letters to display list**

## Submittal Search Screen

**Search for a Submittal**

Comment Due Date:  to

Response Due Date:  to

Submittal Description:

Staff Member:  [Clear](#)

FM Project:

Phase Type:

Submittal Type:

District:

Status:

[Search](#) [Clear](#)

**Minimum first 6 digits**

# Submittal Search Screen

Click hyperlink to sort by these columns

View

FM Project

Click hyperlink to go to the Submittal Screen

| Submittal Phase | District | Status | Comment Due Date | Response Due Date |
|-----------------|----------|--------|------------------|-------------------|
| FINAL           | CO       | OPEN   | 6/7/2012         | 6/8/2012          |
| FINAL           | CO       | CLOSED | 3/1/2012         | 3/30/2012         |
| FINAL           | CO       | CLOSED | 5/12/2011        | 5/19/2011         |
| FINAL           | CO       | CLOSED | 4/14/2011        | 5/14/2011         |
| FINAL           | CO       | CLOSED | 11/28/2010       | 12/28/2010        |
| PD&E            | CO       | CLOSED | 10/29/2010       | 11/1/2010         |
| FINAL           | CO       | CLOSED | 10/8/2010        | 11/2/2010         |
| PHASE II        | D2       | CLOSED | 9/3/2010         | 9/10/2010         |

Design Training Expo

# Submittal Search Screen

Click hyperlink to sort by these columns

Click hyperlink to go to the Submittal Screen

| Submittal Phase | District | Status | Comment Due Date | Response Due Date |
|-----------------|----------|--------|------------------|-------------------|
| FINAL           | CO       | OPEN   | 6/7/2012         | 6/8/2012          |
| FINAL           | CO       | CLOSED | 3/1/2012         | 3/30/2012         |
| FINAL           | CO       | CLOSED | 5/12/2011        | 5/19/2011         |
| FINAL           | CO       | CLOSED | 4/14/2011        | 5/14/2011         |
| FINAL           | CO       | CLOSED | 11/28/2010       | 12/28/2010        |
| PD&E            | CO       | CLOSED | 10/29/2010       | 11/1/2010         |
| FINAL           | CO       | CLOSED | 10/8/2010        | 11/2/2010         |
| PHASE II        | D2       | CLOSED | 9/3/2010         | 9/10/2010         |

Design Training Expo

## Home Page

Electronic Review Comments

Home Submittal Assignments **Settings** District Documents

My Role Comment Status

Assignments Settings District Documents

User Settings his Week: 0

Manage Delegates his Week: 0

District Settings his Week: 0

Assign Roles his Week: 0

Manage User

Transfer User Assignments

Send Notification

2012 Design Training Expo

## Notification Settings

Electronic Review Comments

Home Submittal Assignments **Settings** District Documents

Notification Settings

Assignment Role: SELECT

Notification Settings

Assignment Role: SELECT

CONSULTANT PROJECT MANAGER

DESIGNER

IN-HOUSE PROJECT MANAGER

IN-HOUSE PROJECT MANAGER AST.

LEAD DESIGNER

LEAD REVIEWER

REVIEWER

REVIEWER - SELF ASSIGNED

2012 Design Training Expo

## Notification Settings

**Notification Settings**

Assignment Role : CONSULTANT PROJECT MANAGER

| Event                         | Notify User              |
|-------------------------------|--------------------------|
| COMMENT AGREED TO             | <input type="checkbox"/> |
| COMMENT CLOSED                | <input type="checkbox"/> |
| COMMENT DUE DATE UPDATED      | <input type="checkbox"/> |
| COMMENT REASSIGNED            | <input type="checkbox"/> |
| COMMENT REJECTED              | <input type="checkbox"/> |
| COMMENT RESCINDED             | <input type="checkbox"/> |
| COMMENT SUBMITTED FOR REVIEW  | <input type="checkbox"/> |
| COMMENT SUBMITTED TO DESIGNER | <input type="checkbox"/> |
| DELEGATE ASSIGNED             | <input type="checkbox"/> |

2012 Design Training Expo

## Home Page

**Electronic Review Comments**

Home | Settings | Assignments | District Documents

Active Roles: [List of roles]

My Role: [Selected role]

Comment Status: [List of statuses]

Comment Due Date: [List of dates]

Response Due Date: [List of dates]

**Settings**

- User Settings
- Manage Delegates
- District Settings
- Assign Roles
- Manage User
- Transfer User Assignments
- Send Notification

2012 Design Training Expo

# Delegates

**Manage Delegates**

| Name                   |                        |
|------------------------|------------------------|
| EHRHARDT, JT (KNATCJE) | <a href="#">Remove</a> |

Choose your Staff Member delegate:

(Type portion of the name to select from the list)

[Add](#) [Cancel](#)

2012 Design Training Expo

# Delegates

**Manage Delegates**

| Name                   |                        |
|------------------------|------------------------|
| EHRHARDT, JT (KNATCJE) | <a href="#">Remove</a> |

Choose your Staff Member delegate:

NALLEY, JOSEPH (SP965JN)

2012 Design Training Expo

# Delegates

**Manage Delegates**

| Name                   |                        |
|------------------------|------------------------|
| EHRHARDT, JT (KNATCJE) | <a href="#">Remove</a> |

Choose your Staff Member delegate: NALLEY, JOSEPH (SP965JN)  
(Type portion of the name to select from the list)

Add Cancel

2012 Design Training Expo

# Delegates

**Manage Delegates**

| Name                     |                        |
|--------------------------|------------------------|
| EHRHARDT, JT (KNATCJE)   | <a href="#">Remove</a> |
| NALLEY, JOSEPH (SP965JN) | <a href="#">Remove</a> |

Choose your Staff Member delegate:   
(Type portion of the name to select from the list)

Add Cancel

2012 Design Training Expo

# Home Page

Electronic Review Comments

Home Submittal Assignments Settings **District Documents**

| Submittal Description                            | Comment                        | Comment Status | Comment Due Date | Response Due Date |
|--|--------------------------------|----------------|------------------|-------------------|
| 7/20/2011 10:00 AM<br>CONSULTANT PROJECT MANAGER | COMMENT SUBMITTED FOR RESPONSE | 7/21/2011      | 10/14/2011       |                   |
| 7/20/2011 10:00 AM<br>LEAD DESIGNER              | COMMENT SUBMITTED FOR RESPONSE | 7/23/2011      | 7/23/2011        |                   |
| 7/20/2011 10:00 AM<br>BIMHOUSE PROJECT MANAGER   | RESPONSE IN REVIEW             | 8/30/2011      | 7/30/2011        |                   |

2012 Design Training Expo

# District Documents

Electronic Review Comments

Home Submittal Assignments Settings District Documents

Select District: CO

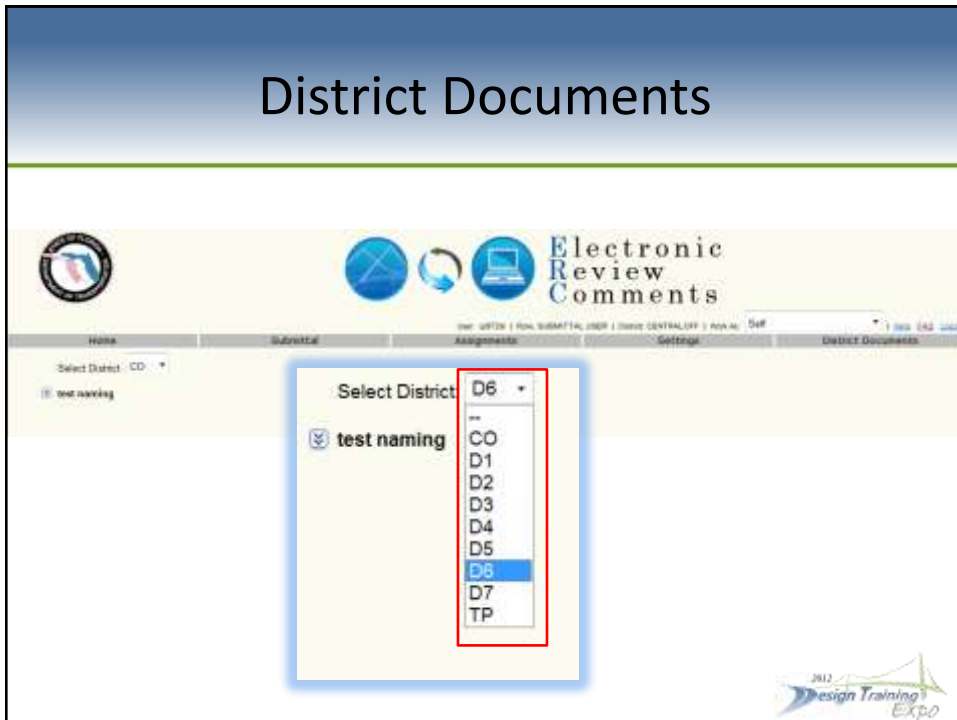
test naming

Select District: CO

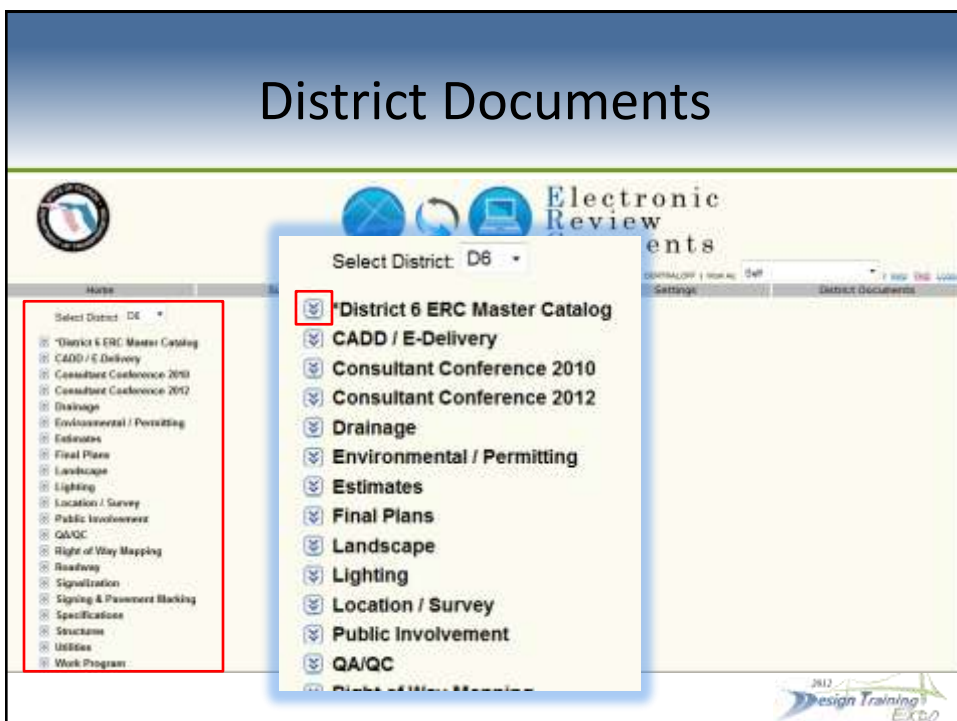
test naming

2012 Design Training Expo

# District Documents



# District Documents



## District Documents

Select District: **D6**

**District 6 ERC Master Catalog**

| Name   | Description  |                      |
|--|--|----------------------|
| D6 Design Handbook (2012-04).pdf                   | District 6 Design Handbook                         | <a href="#">View</a> |
| D6 Design Handbook Attachments (2012-05).pdf       | District 6 Design Handbook Attachment Pages        | <a href="#">View</a> |
| D6 ERC Documents Master Spreadsheet (2012-05).xlsx | Catalog of all files in the ERC District Documents | <a href="#">View</a> |

**CADD / E-Delivery**

**Consultant Conference 2010**



## System Availability

<http://www.dot.state.fl.us/OIS/hoa.shtm>

|   |             | Monday - Friday | Saturday      | Sunday       |
|---|-------------|-----------------|---------------|--------------|
| OIS ENTERPRISE APPLICATIONS<br>(PM, QTS, Tim'snet, etc.)  | Available   | 8am-7pm         | 8am-7pm       | Unavailable  |
|   | Maintenance | 9pm-6am         | 7pm - 11:59pm | 12am-6am Mon |
| EMAIL<br>(Exchange, Enterprise Vault)   | Available   | 8am-11:59pm     | 8am-7pm       | 10am-11:59pm |
|   | Maintenance | 12am-6am        | 7pm-11:59pm   | 12am-10am    |
| MAINFRAME, DATABASE, NETWORK<br>(Internet, Internet, TBC, FOCUS, SAS, and access to application databases for ad hoc reporting) | Available   | 8am-11:59pm     | 7am-7pm       | 10am-11:59pm |
|   | Maintenance | 12am-6am        | 7pm-11:59pm   | 12am-10am    |



## Final Thought

Kurt Lieblong & JT Ehrhardt

**DO NOT E-MAIL**  
Kurt or JT for ERC Issues

**INSTEAD**

**E-MAIL**  
**CO-ERC ISA Admin**



## Questions



**Thank You**

**Kurt Lieblong, PE, CVS**  
**State Project Review Administrator**  
**kurt.lieblong@dot.state.fl.us**  
**(850) 414-4787**

